

AQUATIC POSITION DESCRIPTIONS

The following is a general guideline for the types of positions available for the City of Gaithersburg Aquatics Department.

| ENTRY LEVEL POSITIONS - MINIMUM AGE 15 | | LEVEL I - STARTING AT \$5.50 PER HOUR |
|---|--|---------------------------------------|
| GUEST SERVICES | | |
| Guest Service staff is responsible for facility cleaning throughout the day and at closing, the enforcement of slide rules, greeting guests and checking bags at the front gate, answering the phone, general customer service, and all other tasks as assigned. Swimming skills and some work experience as a volunteer or participant in one or more recreation activities is preferred. | | |
| PARTY PERSON | | + 50¢ |
| Party people are responsible for the smooth operation of hosted parties at the indoor pool. They arrive before the party to set up the party table and make sure the area is clean and orderly. During the two hour party, they stay out on deck to insure the party is staying under control as well as to assist parent in retrieving presents, ice cream, juice boxes, etc at the appropriate time. The party person is responsible for telling the manager on duty how many additional children and/or pizzas need to be charged to the party, cleaning up the area after the party, emptying all party trash, as well as other duties as assigned. | | |
| CASHIER | | + \$1.00 |
| Must have 2 years guest service or equivalent experience. Cashiers are responsible for the intake of money at both facilities, the cleanliness of the admission areas, as well as other duties as assigned. Must be comfortable making change without the use of a calculator, working with computers, and dealing with the public tactfully in a sometimes quick-paced and stressful environment. Cashiers are responsible for their money at all times while on duty and report directly to the finance manager or manager on duty, where applicable. | | |
| LEVEL II POSITIONS – MINIMUM AGE 16 | | STARTING AT \$7.50 PER HOUR |
| LIFEGUARD | | |
| Entry level position. Lifeguards are responsible for the safety and well being of all of the people who use our facilities. Duties include rule enforcement, preventing accidents, dealing with emergencies, facility cleaning throughout the day and at closing, and guest relations. Must hold and maintain a current lifeguard certification, CPR for the Professional Rescuer and First Aid from the American Red Cross, YMCA, or other agency approved by the Montgomery County Health Department. Must pass a skills test before being hired. | | |
| SWIM INSTRUCTOR | | (PAID ON A PER CLASS BASIS) |
| Must hold and maintain certification in CPR for the Professional Rescuer from American Red Cross or equivalent. Performs related duties as required including preparation, equipment pick-up, and facility cleaning as assigned. May teach swimming lessons to children and/or adults. Previous swim instruction or coaching experience or instructor training required. | | |
| LEVEL III POSITIONS – MINIMUM AGE 18 OR 2 YEARS JOB SPECIFIC EXPERIENCE | | STARTING AT \$8.50 PER HOUR |
| SENIOR CASHIER | | |
| Senior Cashiers are responsible for the intake of money at both facilities, the cleanliness of the admission areas, leading crews in cleaning or other tasks as assigned, mentoring and setting a good example for new staff, attending and assisting in all in-service trainings, being available for last minute substituting, as well as other duties as assigned. Must be comfortable making change without the use of a calculator, working with computers, and dealing with the public tactfully in a sometimes quick-paced and stressful environment. Cashiers are responsible for their money at all times while on duty and report directly to the finance manager or manager on duty, where applicable. | | |
| SENIOR LIFEGUARD | | |
| Lifeguards are responsible for the safety and well being of all of the people who use our facilities. Duties include rule enforcement, preventing accidents, dealing with emergencies, facility cleaning throughout the day and at closing, guest relations, leading crews in cleaning or other tasks as assigned, mentoring and setting a good example for new staff, attending and assisting in all in-service trainings, being available for last minute substituting, as well as other duties as assigned. Must hold and maintain a current lifeguard certification, CPR for the Professional Rescuer and First Aid from the American Red Cross, YMCA, or other agency approved by the Montgomery County Health Department. Must pass a skills test before being hired. | | |
| SENIOR SWIM INSTRUCTOR | | (PAID ON A PER CLASS BASIS) |
| Must hold and maintain certification in CPR for the Professional Rescuer from American Red Cross or equivalent. Performs related duties as required including preparation, equipment pick-up, leading crews in cleaning or other tasks as assigned, mentoring and setting a good example for new staff, attending and assisting in all in-service trainings, being available for last minute substituting, as well as other duties as assigned. May teach swimming lessons to children and/or adults. | | |
| LEVEL IV POSITION – MINIMUM AGE 18 | | STARTING AT \$11.00 PER HOUR |
| MANAGER (MOD +50¢) | | |
| Assists the Pool Operator (MOD) in overall management of the facility. Duties include covering for the Operator in their absence, leading crews in cleaning or other tasks as assigned, mentoring and setting a good example for staff, attending and assisting in all in-service trainings, being available for last minute substituting, as well as other duties as assigned. Must hold and maintain a current Montgomery County Pool Operator's permit, lifeguard certification, CPR for the Professional Rescuer and First Aid from the American Red Cross or equivalent. | | |
| LEVEL V POSITION – MINIMUM AGE 18 | | STARTING AT \$13.00 PER HOUR |
| FACILITY MANAGER (MOD) | | |
| Operator is responsible for the overall management of the entire facility including water clarity, facility safety and cleanliness, admissions, and any applicable programs. These managers supervise the lifeguard and Guest Service staff and act as a liaison with other staff. Assists professional staff as needed. Must hold and maintain a current Montgomery County Pool Operator's permit, lifeguard certification, CPR for the Professional Rescuer and First Aid from the American Red Cross or equivalent. | | |
| WSI OR EQUIVALENT | | (PAID ON A PER CLASS BASIS) |
| Must hold and maintain certification in Water Safety Instruction or have at least 3 years of instructional experience in addition to maintaining a certification in CPR for the Professional Rescuer from American Red Cross or equivalent. Performs related duties as required. May teach swimming lessons to children and/or adults. Previous swim instruction or coaching experience or instructor internship required. | | |
| LEVEL VI POSITIONS – MINIMUM AGE 20 OR 3 YEARS JOB SPECIFIC EXPERIENCE | | STARTING AT \$15.00 PER HOUR |
| FINANCE MANAGER | | |
| This person is responsible for handling all monies that are received at the reception areas. Duties include all record keeping, bank deposits, rain checks, and attendance figures, as well as other duties as assigned. Must be able to deal tactfully with the public and have previous experience as a cashier or record keeper. This person is directly responsible to the professional staff. | | |
| LGI / INSTRUCTOR SPECIALIST | | |
| This position is reserved for instructors with special skills or certifications who can teach unique or specialized courses deemed necessary or warranted by the professional staff. | | |

Prepared: 22 April 2004